

NEBRASKA HEALTH AND HUMAN SERVICES SYSTEM



Health and Human Services System's Employee Recognition Policy

Employees of the Year and Supervisors/Managers of the Year:

Within the HHS System, an annual employee recognition program will identify employees to be recognized as Supervisors/Managers of the Year and Employees of the Year. The number of employees recognized in this manner, for each of the three State Agencies within HHSS, will be determined by guidelines provided within the Governor's Employee Recognition Program. Any HHS System employee may nominate any other HHS System employee for this recognition.

Nominated employees must have a history of above satisfactory job performance. Criteria used to support the nomination may include, but not be limited to:

- ❖ Makes a special contribution or is responsive to external and/or internal customers;
- ❖ Demonstrates leadership, creativity, and the vision of the System;
- ❖ Finds ways to improve job functions, efficiency and effectiveness;
- ❖ Works as a team member to provide a quality product;
- ❖ Facilitates change;
- ❖ Acts as an ambassador for the System, exemplifying it's mission and vision;
- ❖ Encourages staff development (Supervisor/Manager of the Year only); or,
- ❖ Exemplifies effective management (Supervisor/Manager of the Year only).

Employees of the Year and Supervisors/Managers of the Year should not be chosen for simply length of service. However, if length of service has been coupled with certain important functions (e.g., the person has acted as a resource for others, etc.) this should be considered. Appropriate examples will need to document this.

Nominations must include written justification for the nomination and be submitted by the deadline which will be specified at the time nominations are solicited. All nominations will be given consideration; the HHS System Policy Cabinet will make the final determinations/selections of those who will be recognized.

Each employee selected will be awarded a \$500 bonus, a framed certificate, a clock or similar item not to exceed \$45, and a photograph for display within the HHS System. A Recognition Luncheon may be provided for Employee of the Year and Supervisor/Manager of the Year recipients, as well as one guest, not to exceed \$15 per meal. In addition, Health and Human Services System administrators, the supervisor of each recognized employee, a guest speaker, the HHSS Employee Recognition Coordinator, and the HHSS Human Resources Division Administrator may also attend the Recognition Luncheon.

Service Awards:

Employees are recognized for years of service in five-year increments - 5 years, 10, 15, 20, etc. The HHSS may recognize employees for Years of Service with items such as, but not limited to: pins, certificates, pen and pencil sets, clocks, bookends, plaques, platters and gift certificates. Expenditure levels for years of service awards, as identified within "Agency Employee Recognition Guidelines" issued by DAS-State Personnel Division, will be followed. A "Tea", to honor those being recognized, may be provided and consist of food/refreshments and tableware (see paragraph on "Food/Refreshments" below).

Achievement Recognition Awards:

Each Service Area, facility and the Central Office of the Health and Human Services System may give awards for designations such as Employee(s)/Manager(s)/Team(s) of the Month, Employee(s)/Manager(s)/Team(s) of the Quarter, Employee(s)/Manager(s)/Team(s) of the Year; awards may also be given to nominees of such designations. The awards will consist of items such as, but not limited to: recognition in a newsletter, parking spot, photo, certificate, frame, nameplate/plaque, paperweight, pen & pencil set, gift certificate, and money.

Because of the number of employees within the HHSS, more than one individual/team will likely be recognized at any one time. Therefore, the expenditure level limitation is being established for each award; instead of a total combined value as stated within the Agency Employee Recognition Guidelines, issued by DAS-State Personnel Division. Awards given to each recipient will be limited up to the following listed amounts:

- ❖ \$ 35 for each individual monthly, quarterly and yearly award
- ❖ \$ 35 for each team member when team awards are given (which may be given to each individual on the team or given to the team as a whole in one lump sum to be used however the team decides)
- ❖ \$ 25 for individual "Honorable Mention" or "Runner-up" nominations
- ❖ \$ 25 for each team member when their team receives an "Honorable Mention" or "Runner-up" nomination (which may be given to each individual on the team or given to the team as a whole in one lump sum to be used however the team decides)

A "Tea", to honor those being recognized, may be provided and consist of food/refreshments and tableware (see paragraph on "Food/Refreshments" below).

Education/Certification Awards:

Awards may be given to employees who successfully improve job expertise by taking educational coursework or otherwise earn job-related certifications. Each employee recognized may be given this award only once per fiscal year. The award is not to exceed \$500 per employee. A "Tea", to honor those being recognized, may be provided and consist of food/refreshments and tableware (see paragraph on "Food/Refreshments" below).

Retirement Recognition:

Employees who are retiring may be given an item such as, but not limited to a gift certificate, plaque, certificate, or other item to commemorate their service to the HHSS. The cost will not exceed \$75 per each retiree. Retirees may be given a "Tea" in their honor which will consist of food/refreshments and tableware (see paragraph on "Food/Refreshments" below).

Food and Refreshments:

The HHSS may provide food/refreshments at each of the above recognition events to include such things as coffee, punch, cake, cookies and appropriate tableware at a cost not to exceed \$3 per attendee. Requests will be submitted in writing for approval by DAS-State Personnel on a case by case basis, prior to each event taking place in accordance with Agency Employee Recognition Guidelines published by DAS-State Personnel Division.